**KGS Parent Council Business Meeting Tuesday 23rd October 2018**

Location: Keith Grammar School

Present: Laura Simmers, Trish Winchester, Jenni McWilliam, Marie Comrie, Gillian Hendry, Steve Hickin, Neil Kidd, Donna Mackie, Donald Gatt (Cllr)

Apologies: Theresa Coull (Cllr)

Teacher Representative: Jamus Macpherson

Student Representatives: Abby Clark, Rosie Winchester

**Approval of minute**:

Minute of 11 September 2018 was shared prior to the meeting and were accepted as a fair and accurate representation of the meeting.

**Matters arising from minute**:

* First meeting of the Rowing Club took place prior to the October Break with a good turnout. Sea School have offered an annual membership for £200 which represents a saving on the projected costs. This will be paid from the PC money allocated with fundraising and contributions expected to cove outstanding transport costs.
* S2 Spey Bay trip went very well both in terms of enjoyment and exemplification of global education aspects covered in UPS.
* Guidance bid still to be followed up.
* Website calendar has been updated and all Banter links appear to be working now. Please contact school admin if there are any problems in future.
* NO stuents have come forward to act as Clerk to the Council so Jamus will continue taking minutes in the meantime

**DYW Moray Input:**

Apologies received from Sarah Baxter. The proposed project has been delayed so she hopes to be able to attend a future meeting.

**2018 Exam Report** :

* Report shared prior to meeting and attached to this minute
* Question raised about latest N5 Numeracy attainment figures – recent changes to National 5 arrangements have impacted on this making it more difficult to achieve N5 if not doing the full N5 Maths course. This will be a focus for school improvement this coming session. This decline is specifically Numeracy not N5 Maths so does not impact on progression to Higher.

**Rector’s Report:**

* Report shared with meeting and attached to this minute
* Explanation of Authority Absence Management procedures given to meeting following a question from the group
* Other than previously shared changes to Librarian and Technician staff all changes in school finance this session are due to falling roll rather than any council savings.

**Treasurer’s Report:**

* Only spending since last meeting has been the agreed funding of Spey Bay Trip and Rowing, and 200 Club prizes.
* Accounts have been audited and statutory reports sent to Moray Council

**Fundraising Report:**

* Donations for Tombola down on last year so purchase of vouchers for star prizes sanctioned
* Senior students invited to help on the night, please wear uniform.
* Recent cheque from RagBag for £80
* Golf Club Quiz Night booked for March, date is in school calendar. Further details and organisation at next meeting

**Funding Requests:**

* Request for approximately £150 to cover cost of transport for all Business Studies certificate students to attend Business Conference organised by Buckie High. Agreed to fund cost of bus, cost to be confirmed at next meeting.
* Request for up to, approximately, £700 for transport for 24 Outward Bound participants to Fort William. May be possible to use hired minibuses which would reduce costs. Agreed to fund full cost of transport.

Councillor Gatt is keen to clarify Council interpretation of Section 19 dispensation

* S6 Students requested £150 contribution towards Prom to cover Band deposit and hire of Royal Hotel hall. Agreed to pay this directly to Band and venue on receipt of invoices.

**Correspondence:** none received

**Date of next meetings:**

Dates of next meetings, all to be held 7-8pm in the Staff Room, are:

Tuesday 8th January 2019

Tuesday 5th March 2019

Tuesday 14th May 2019

Minutes of meetings will be issued as soon as possible after meetings with comments and clarifications to be returned so accurate minute is established prior to next meeting

Please send any agenda items to Jamus in advance of meetings. Agenda will be issued in advance of meetings.

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**Rector’s Report:**

**Staffing:**

Rosie Daley has now moved to Forres Academy. The vacancy will be re-advertised as the only suitable applicant is already employed here in a temporary capacity so even if she is successful at interview we will still have a vacancy. In the meantime Sheila Whyte is working two additional days with Donna Innes and Liz Bain picking up a class each. Fiona McAllister will now teach both Higher classes. Fiona was recently reappointed as Acting PT English as Mrs Burgess was clarified as long term. There is no update on a likely return date for her.

Lynsey Smith will start her maternity leave in early December with her timetable being covered by Sheena McGillvray and Kelly Gatenby.

**School Finances:**

The school Roll has dropped to 384 from 396 last session. The effect of this is that we have £2.43 million in our budget across staffing, equipment and resources, £40,000 less than last session, with £2.0 million for staffing. It is also means that we are effectively overstaffed by about two teachers. This is a situation that cannot be maintained as our roll has not been increasing as expected, mainly due to housebuilding and other property market changes not being in line with expectations. Money made available to departments will be slightly down on recent years in line with reduced student numbers.

**School Improvement Plan Progress:**

Curriculum – timetable changes will be reviewed and initial pupil choices used to design timetable for next session. Department also looking at any suitable alternative courses that would better meet students’ needs and aspirations.

Learning, Teaching & Assessment – work being done to support all staff to develop their skills in order to ensure consistent, high quality learning experiences for all learners. This includes identifying appropriate external training, in-school sharing practice and purchase of supporting resources. Classroom visits will focus on key aspects of teaching practice.

Supporting Our Learners – Universal Pupil Support provision continues to develop to support learners’ skills development across the curriculum and to support their understanding of their progress and next steps in learning. We continue to benefit from employer engagement (DYW) to prepare learners for the world of work including developing their Career Management Skills.

Leadership and self-Evaluation – Student Voice is developing to allow students to be involved in key aspects of school improvement with Senior students taking more responsibility for this and traditional student leadership opportunities. Teacher Leadership being promoted through opportunities for responsibility within school developments.